
MONTHLY SAFETY INSPECTION PROCEDURE

1.0 PURPOSE

The Monthly Safety Inspection Procedure establishes a method by which departments can evaluate their facilities for safety compliance.

2.0 INSTRUCTIONS

2.1 THE MONTHLY SAFETY CHECKLIST

- 2.1.1 *The Monthly Safety Checklist must be completed for each facility by the 15th day of each month. Departments may develop their own checklists, however, they must be approved by the City Safety Officer.*
- 2.1.2 *Copies of completed checklists must be maintained at a department's administration offices and shall be forwarded to the department safety committee. The original shall be maintained at the location inspected. After all corrective actions are complete and have been documented, a copy of the checklist shall be forwarded to the City Safety Officer.*

2.2 CORRECTIVE ACTION

- 2.2.1 *Checklist items requiring corrective action must be documented with supervisors submitting work orders for corrective action.*
- 2.2.2 *Departments shall determine the type of corrective action needed and establish priorities for accomplishing corrective actions.*
- 2.2.3 *Corrective actions that cannot be made within one month shall have an action plan attached to the checklist. A copy of this plan must be sent to the Department Safety Officer or Departmental Safety Coordinator assigned to the facility who will monitor the progress of the plan.*
- 2.2.4 *Records of all corrective actions must be kept on file for a minimum of five (5) years.*

3.0 RESPONSIBILITIES

3.1 BUREAU MANAGERS/SUPERINTENDENTS shall ensure:

- 3.1.1 *The Monthly Safety Inspection Procedure is implemented.*
- 3.1.2 *All records relevant to this procedure are kept on file at both the appropriate work location and at the department's administration offices.*

3.2 THE CITY SAFETY OFFICER shall:

- 3.2.1 *Provide technical assistance or recommend interim action plans as needed.*
- 3.2.2 *Review Monthly Safety Checklist forms and reports of corrective actions.*
- 3.2.3 *Monitor the progress of corrective action, as appropriate.*
- 3.2.4 *Provide training on performing the monthly safety inspections.*

Appendix A GUIDELINES FOR MONTHLY SAFETY INSPECTIONS

The following are the specific requirements for completion of the monthly safety inspections.

I. FIRE PROTECTION EQUIPMENT

1. Fire Extinguishers

- Check seals and hoses for cracks.
- Check nozzle for obstructions.
- Remove extinguisher from rack and rotate to prevent powder packing.
- Check gauge or weigh to determine charge status. Replace extinguishers requiring recharging with useable extinguisher.
- Check that extinguishers are identified by class of fire and are suitable to site.
- Check that extinguisher locations are plainly marked and access to them is not obstructed.

2. Hose Racks

- Check hose and hose seal for cracks.
- Check nozzle for obstructions.
- Check that the hoses are packed neatly in rack, and are re-racked annually.
- Check that fire hose location is plainly marked and that access to it is unobstructed.

3. Exits, Stairs and Dead-ends

- Check that exits are properly identified with illuminated signs.
- Check that aisles and exits are unobstructed.
- Check that areas under stairs are free of combustible/flammable materials.
- Check that building/structure egress is unobstructed.
- Check that dead-ends or areas which could be mistaken for exits are clearly marked as "not an exit".

4. Access to Electrical and Emergency Equipment

- Check that suitable access and working space is maintained around all electrical equipment, controls, and switches.
- Check that electrical switches and disconnecting methods are clearly identified.
- Check that electrical equipment is marked with visible, readable and accessible voltage, current, wattage or other ratings.
- Check that access to emergency equipment, i.e., stretcher, first aid supplies or egress equipment is unobstructed and that equipment is ready for use.
- Check that emergency equipment areas are clearly identified.

Appendix A - Continued
GUIDELINES FOR MONTHLY SAFETY INSPECTIONS

II. HOUSEKEEPING

1. Stairways, Aisles and Floors

- Check that stairways are clear of obstructions, handrails are in proper working order, and steps are in proper condition.
- Check that aisles and floor areas are clean and clear of obstructions.
- Check that all stairways, aisles, and floors are clear of moisture accumulations (non-skid coatings should be present where moisture accumulation is probable).

2. Storage of Materials/Equipment

- Check that all materials, tools, supplies and equipment are clean and properly stored in an orderly fashion.
- Check that trash containers are easily accessible to personnel and that containers are emptied daily.

3. Wash Rooms and Locker Rooms

- Check that wash areas are clean and orderly and have adequate supplies.
- Check that fixtures and plumbing are in proper working order.
- Check that hot and cold running water is available.
- Check that personal storage areas are of adequate size and are clean and orderly.

4. Lights and Ventilation

- Check that illumination is adequate for the work area by initial lighting surveys and subsequent periodic maintenance.
- Check that all appropriate fixtures are protected from moisture contact or accumulation.
- Check that an adequate supply of replacement bulbs are kept on hand and readily available.
- Check that light switches are in proper working order and are protected from moisture contact or accumulation.
- Check that ventilation intake and exhaust duct screens are clean and free of obstruction.
- Check that ventilation equipment is in proper working order, and that annual ventilation inspection records are available.

5. Areas Around Buildings

- Check that areas are unobstructed and free of debris.
- Check that access to doors, steps, ladders and walkways are clear.
- Check that loading docks are free of debris, are clearly identified with signs and are used for equipment/supply loading and unloading only.
- Check that removable guardrails are installed on loading dock platforms.
- Check that outside building illumination is adequate by conducting an initial lighting survey and subsequent periodic maintenance.
- Check that switches are protected from moisture contact or accumulation.

6. Stair Maintenance

- Check that floor treads, handrails and lighting are in proper working condition.
- 7. Sanitation and Food Storage
 - Check that work areas, storerooms, personal service areas, and passageways are clean and orderly.
 - Check that potable water is provided for drinking, washing, emergency showers and eyewash equipment.
 - Check that non-potable water sources are posted as unsafe to drink, and that they have backflow or back siphoned devices.
 - Check that food and beverages are not stored or consumed in bathrooms, or areas where they may be contaminated by toxic substances.
 - Check that food handling, break and food service areas are clean and orderly.
- III. TOOLS
 - 1. Power Tools
 - Check that electrically powered tools are properly grounded.
 - Check that guards are in place and utilized when power tools are operated.
 - Check that power tools are in proper working order, are maintained/serviced periodically and are never used if malfunctions are detected.
 - Check that power tools with malfunctions are locked out, or repaired immediately.
 - 2. Hand Tools
 - Check that hand tools are in safe working condition, are properly cleaned and stored when not in use.
 - Check chisels and hammers for cracks.
 - 3. Grinders
 - Check that bench grinders have guards around wheels.
 - Check that tool rests and tongue guards are properly adjusted.
 - Check that grinder wheels are properly dressed.
 - Check that hand grinders have proper guards.
 - Check disc for cracks or worn areas.
 - After initial inspection of grinders for correct disk speed, central stores will only issue correct speed discs for each grinder.
 - 4. Tool Storage
 - Check that hand tools are stored on secure racks, or in areas which prevent falling or sliding.
 - Check that portable tools are stored on secure shelves.
 - 5. Ladders
 - Check that ladders are stored in areas which prevent sliding and falling.
 - Check ladder rungs, rails, and foot rest for cracks or other damage.
 - Check that metal ladders are marked with electrical hazard warning.
 - Check that extension latches and ropes are in good repair.
 - Check that portable ladders are marked with ANSI approval.

IV. PERSONAL PROTECTION EQUIPMENT

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1. Emergency Eye Wash and Showers
 - Check that eye washes and safety showers are clearly labeled, unobstructed, and free from debris.
 - Test eye washes and safety showers (control centers must be notified prior to testing if alarm systems are connected to these devices).
 - Check that eye washes and safety showers are located in areas where hazardous chemicals are used.
 - Check that protective covers are provided on eye washes.
 2. Self-Contained Breathing Apparatus
 - Check that the monthly performance checks have been completed.
 - Check that the storage location is clearly marked.
 - Check that masks are clean and sanitized, and stored in locations protected from dust, sunlight, moisture and damaging chemicals.
 3. Respirators
 - Check that respirators are clean and sanitized, and stored in locations protected from dust, sunlight, moisture and damaging chemicals.
 4. Protective Clothing & Equipment
 - Check clothing for rips, tears or deterioration.
 - Check hard hats for cracks and head strap adjustments.
 - Check that gloves, clothing & equipment is clean and available for use.
 5. Eye Protection
 - Check that protective devices are clean and sanitized.
 - Check that visitor protection is available in eye hazard areas.
 - V. HAZARDOUS SUBSTANCES AND PROCESSES
 1. Spill Control and Overflow
 - Check that overflow protection is provided.
 - Check that equipment and containers are available for spill clean-up.
 2. Storage of Industrial Chemicals
 - Check that chemical containers are kept closed when not in use.
 - Check that chemicals stored together are compatible.
 - Check that storage area prevents tipping or falling of containers.
 - Check that chemicals are stored in a cool, dry area.
 - Check that containment areas are clean and dry.
 3. Dispensing Devices
 - Check for leaks or cracks.
 - Check that bonding and grounding is provided on flammable liquids.
 4. Labels and MSDS
 - Check that MSDS sheets are available (on file or accessible via an MSDS computer database).
 - Check that containers are identified and labeled appropriately.
 - Check that a current hazardous materials inventory is being maintained.
 5. Charging & Storage of Batteries
 - Check that storage and charging area has adequate ventilation and is separated from work areas.

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- Check that personal protective equipment, spill control equipment, and dispensing equipment is in proper working order and easily accessible.
 - Check that vent caps are in place.
 - Check that no smoking and hazard warning signs are prominently posted.
 - Check that emergency eye wash and showers are located within 100 feet of the area.
6. Chemical Mixing and Use Areas
- Check that personal protective equipment is in proper working condition and is readily available.
 - Check that tubular gauges have shields or physical protection.
 - Check that hazardous warning signs are prominently posted.
 - Check that "spill kits" are readily accessible.
 - Check that emergency eye wash and showers are located within 100 feet of the area.
- VI. FLAMMABLE LIQUIDS AND GASES
1. Flammable Liquid Storage
- Check that all flammable/combustible materials are used in well ventilated areas.
 - Check that all flammable/combustible materials are stored in flammable storage cabinets or properly designed storage areas when not in use.
 - Check that hazard warning signs ("flammable materials", "no smoking") are prominently posted.
 - Check that fire extinguishing devices are in proper working condition and easily accessible.
 - Check that all flammable/combustible materials are stored in proper containers (shatterproof, vapor tight, etc.) and that chemical containers are properly labeled.
 - Check that a list of all materials stored in the flammable storage is posted on the outside of the cabinet.
 - Check that storage areas prevent tipping or falling of containers.
 - Check that adequate spill control is available.
2. Dip, Parts, or Wash Tanks
- Check that tanks are constructed of noncombustible materials and bear hazard warnings.
 - Check that drain pipes and tubes are capped or plugged to prevent accidental drainage.
 - Check that ventilation is adequate and fire protection devices are easily accessible.
 - Check that lids and covers are in proper working order and kept closed when not in use.
 - Check that the automatic closing device is in proper working order.
3. Labels and Warnings
- Check that appropriate warnings and labels are prominently posted.
 - Check that electrical installations are properly maintained.

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- Check that proper ignition source warning signs are posted within 25 feet of open containers of flammables or flammable storage areas.
4. Compressed Gas Cylinders
 - Check that compressed gas cylinders are legibly marked and identified.
 - Check that cylinders are stored away from external or radiant heat, electrical arc, flames or high temperatures.
 - Check that cylinder caps are in place when cylinders are not in use.
 - Check that oxygen and fuel-gas cylinders in storage are separated by a minimum of 20 feet, or a five foot high barrier rated one-half hour for fire resistance.
 - Check that cylinders are stored in an upright position and secured from tipping or falling.
 5. Spray Coating Operations
 - Check that empty cylinders have closed valves.
 - Check that interior walls are maintained in a clean and smooth state.
 - Check that a minimum of 3 feet of clearance is available outside of the booth.
 - Check that visible gauges and audible alarms are operational.
 - Check that electrical lights and equipment are in proper working condition, and that windows are free of cracks.
 - Check that filter pads are clean, replace as necessary.
 - Check that no paints or solvents are stored inside the booth unless in use.
- VII. WELDING AND CUTTING OPERATIONS
1. Flammable and Combustible Materials
 - Check that no flammable or combustible materials are in or around the welding or cutting area.
 - Check that floor areas are clean and clear of trip hazards.
 - Check that fire extinguishers are readily available.
 2. Local and Natural Ventilation
 - Check that adequate ventilation is available and in use during work.
 3. Welding or Cutting Shields
 - Check that shields are constructed of noncombustible materials, and coated with a non-reflective material.
 - Check that shields are setup or adjusted to protect non-welding personnel from flashes or sparks.
 4. Cylinder Protection
 - Check that cylinders are secure in racks.
 - Check that gauges and regulators are in proper working order.
 - Check that torches or other instruments have backflow prevention devices.
 5. Electrical Welding
 - Check electrical cables for damage or exposed wires.
 - Check that equipment is properly grounded.
 - Check that records of periodic equipment inspections are available.
 - Check that stop switches and buttons are operational.
 6. MSDS or Labels
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- Check that an inventory of welding rods, gases, and fluxes is available.
- Check that MSDS are available for all materials (on file or accessible via a computer database).
- Check that warning signs are prominently posted in welding and cutting areas.

7. Personal Protective Equipment

- Check that personal protective equipment is in proper working condition and easily accessible.
- Check that the level of eye protection is appropriate for the type of welding/cutting being performed.

VIII. MATERIAL HANDLING EQUIPMENT**1. Hand Trucks and Pallet Jacks**

- Check that hand trucks and pallet jacks are used within their approved rating only.
- Check that operators have been trained in the proper and safe use of this equipment.
- Check that equipment is stored in proper locations.

2. Forklifts

- Check that equipment is in proper working order and that weight loads are posted on the mast.
- Check that controls are labeled and that the horn and lights are fully operational.
- Check that maintenance and daily inspection records are being maintained.

3. Hoists and Rails

- Check that hoists are used for approved purpose only, and that they are the proper size and capacity for such use.
- Check that hoists are maintained, and in proper working order.
- Check lift chains or lift ropes for cracks, twists, or worn or frayed areas.
- Check that electric hoists are in proper working condition, and are serviced regularly.
- Check that hoists and hoist rails are securely mounted and are clearly marked with their load rating.
- Check that hook catches are in proper working order.

4. Cables, Ropes, Chains, and Slings

- Check all parts for signs of stress or unusual/excessive wear or fatigue.
- Check that equipment is stored in proper areas or containers.

Appendix A - Continued
GUIDELINES FOR MONTHLY SAFETY INSPECTIONS

5. Maintenance and Inspection Records

- Check that daily and periodic inspection records are properly maintained.
- Check that noted corrective actions for repairs have been completed.
- Check that certificates are available for units rated above 3 tons and for quads for units rated above 1 ton.

IX. BULLETIN BOARDS**1. Required Posters**

- Check that the following materials are posted:
 - Cal/OSHA "Safety and Health on the Job"
 - Hazardous Materials
 - Exposure and Medical Records info
 - Hazardous Areas
 - Evacuation Routes & Emergency Contacts
 - A list of emergency clinics

X. MACHINERY

- Check that moving parts of machines are properly guarded and that guards are identifiable and in proper working order.
- Check that machine operators have been trained in the proper operation of each machine and the associated guarding techniques.
- Check that machinery hazards are identified by area markers.
- Check that personnel are instructed to stay clear of hazard areas.
- Check that machinery controls and switches are properly identified and have written operating instructions located at the control area.
- Check that all machinery repairs are performed by competent persons and repairs are done after equipment is placed in a lockout/tagout status (see Lockout/Blockout procedure).

XI. OFFICES

- Check that offices are maintained in an orderly fashion.
- Check that adequate trash receptacles are available
- Check that aisles are unobstructed.
- Check that all equipment/furniture is in proper working condition and is arranged to prevent accidents.
- Check that storage areas are clean and orderly and periodically cleaned for outdated or unused materials.
- Check that seismic restraints are installed on all equipment which might injure someone during an earthquake.

Appendix B
Monthly Safety Checklist

MONTHLY SAFETY CHECK

DISTRIBUTION					<div style="text-align: center;"> <div>SATISFACTORY</div> <div>NEEDS SOME ATTENTION</div> <div>NEEDS IMMEDIATE ATTENTION</div> </div>			COMMENTS
Date	Inspector	Title						
I. FIRE PROTECTION:								
1. Fire Extinguisher								
2. Hose Racks								
3. Exits, Stairs, & Dead-ends Properly Marked								
4. Access to Electrical and Emergency Equipment								
II. HOUSEKEEPING:								
1. Aisles, Stairs, & Floors								
2. Storage of Material								
3. Wash & Locker Rooms								
4. Lights & Ventilation								
5. Areas Around Buildings								
6. Stair Maintenance: Treads, Handrails, Illumination								
7. Sanitation & Food Storage								
III. TOOLS:								
1. Power Tools: Frayed Wires, Properly Grounded Guards								
2. Hand Tools: Worn Wrenches, Crack Hammer Heads								
3. Bench Grinders: Alignment of Tool Rest, Wheels Dressed								
4. Tool Storage								
5. Ladders								
IV. PERSONNEL PROTECTIVE EQUIPMENT:								
1. Eye Wash & Showers; Clean, Operational, Protective Covers								
2. Self-Contained Breathing Units. Location								
3. Respirators, Location, Storage								
4. Protective Clothing & Equipment								
5. Eye Protection								
V. HAZARDOUS SUBSTANCES & PROCESSES:								
1. Spill Control & Overflow								
2. Storage of Industrial Chemicals								
3. Dispensing Devices								
4. Labels & MSDS, Warning Signs								
5. Changing & Charging Storage Batteries								
6. Chemical Mixing & Use Areas								
VI. FLAMMABLE LIQUIDS AND GASES:								
1. Flammable Liquid Storage								
2. Dip & Wash Tanks								
3. Labels & Warnings								
4. Storage, Handling, Markings & Use of Cylinders								
5. Spray Coating Operations								
VII. WELDING & CUTTING OPERATIONS:								
1. Flammable & Combustible Materials								
2. Local or Natural Ventilation								
3. Welding or Cutting Shields								
4. Cylinder Protection								
5. Electrical Welding, Grounding & Cable Inspection								
6. MSDS & Labels, Welding Gases, Rods & Fluxes								
7. Personnel Protective Equipment								

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